

*OK Files***ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

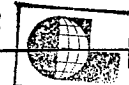
Information Management Survey of the Office of Logistics

FROM:

C/IMSS/OL

EXTENSION**NO.**

OL 4042 88

**DATE**

6 April 1988

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/L

2. C/NBPO/OL
1J45 Hqs

3. C/P&TS/OL

4. C/PMS/OL

5. C/SS/OL

6. C/B&FB

7. C/FMD/OL
3E14 Hqs8. C/P&PD/OL
158 P&P Bldg

9. C/ACG/OL

10. C/RECD/OL

11. C/SD/OL

12. OC-OL/ISC

13. Files /OL

14.

15.

6 APR 1988

MEMORANDUM FOR: Executive Officer, OL
Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Budget and Fiscal Branch, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Agency Contracts Group, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL
Chief, OC-OL Information Services Center

STAT

FROM:

Chief, Information and Management Support
Staff, OL

SUBJECT: Information Management Survey of the Office of
Logistics

REFERENCE: Memorandum for D/L from D/OIT dated
25 March 1988, Subject Information
Management Survey of the Office of
Logistics

1. As part of a recent joint OL MBO effort, a survey of information handling and records management procedures in the Office of Logistics was conducted by OIT during the period 1986 - 1987. During that period, an OIT team provided oral presentations of its survey findings and recommendations to each Division and Staff so that proposed corrective actions could be implemented pending the completion of the final survey report which was just received via the above referent memorandum to the Director of Logistics.

2. Although the survey recommendations have been presented separately in the report relative to each Division and Staff, the total survey is being transmitted in its entirety to every OL component so that its findings and recommendations can be understood as an overall OL system of related actions and be addressed more effectively in an interactive manner.

OL-4042-88



Unclassified when separated
from Confidential attachment

CONFIDENTIAL

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Logistics

3. You are requested to review the enclosed survey and to implement its recommendations in your area of responsibilities, and, to coordinate joint implementation of other recommendations which overlap with other OL component responsibilities requiring joint action. In view of the previous oral presentations to you of initial survey results, implementation of some of the recommendations may have already been achieved.

STAT 4. In order to report accomplishments and progress toward implementation of these 85 recommendations, [redacted] Information Management Officer, IMO/IMSS, will be the OL focal point officer responsible for coordinating and monitoring your progress toward these corrective actions and for developing and implementing a reporting system that is practical and efficient for you and meaningful and useful to OL senior management.

STAT 5. Please select your component focal point officer who will be responsible for implementing your portion of the proposed recommendations and telephonically identify him to [redacted] by COB 15 April 1988. He will arrange for a kick-off meeting with all OL component focal point officers to discuss the details of an implementation approach for this effort and a progress reporting system acceptable to all.

STAT 6. As component managers, your continuing attention and active involvement in ensuring the implementation of these recommendations in a reasonable time frame is essential. The benefits to be derived for your component and the Office of Logistics are enhanced operational efficiency and effectiveness which translate into enhanced overall OL customer services--one of our primary and major OL goals.

Attachment:
As Stated

SUBJECT: Information Management Survey of the Office of
Logistics

Distribution:

- 1 - 12 - Addressees w/att
- 1 - OL Reader
- 1 - OL Files
- 1 - IMSS Official
- 1 - IMSS Chrono

STAT OL/IMSS/ (05Apr88)